



**U.S. EMBASSY  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT 14-017**



**DATE:** July 8, 2014

**OPEN TO:** All interested candidates

**POSITION:** **Social Media Coordinator; FSN: 07; FP-07**

**OPENING DATE:** July 8, 2014

**CLOSING DATE:** July 22, 2014

**WORK HOURS:** Full Time; 40 hours/week

**SALARY**

\*Ordinarily Resident:  
Position Grade: FSN-07/1 BDS\$59,205.00 p.a. (Starting Salary)

\*Not-Ordinarily Resident:  
Position Grade: FP-07/1 US\$40,394.00 p.a.; (Starting Salary)

***NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION***

The US Embassy in Bridgetown is seeking an individual for the position of Social Media Coordinator, in the Public Affairs Section.

**BASIC FUNCTION OF POSITION:**

The Social Media Coordinator (SMC) is part of the Public Affairs Section which includes two FSOs and seven Locally Employed Staff (LEStaff). The SMC is part of the Media Unit which includes two other LEStaff and s/he reports to the Public Affairs Specialist (Media) and in the absence of the Public Affairs Specialist (Media) to the Deputy Public Affairs Officer (DPAO).

The Media Unit is responsible for the Mission's public image as projected through traditional media (newspaper, TV, radio) as well as the mission's virtual presence, including "new" media to include the internet and social media pages. The unit works together closely to design this image, project long-term

approaches to presenting and explaining policy and program information, select appropriate platforms, and disseminate current messages.

The SMC serves as the mission's Webmaster with primary responsibility for the Mission's internet site, including overall design, frequent posting of current, relevant information, and day-to-day maintenance of information. The SMC supports the Media Unit to ensure similar service to other social media sites such as Facebook and Twitter.

The SMC holds primary responsibility for the technical duties involved with PAS-related installation, maintenance, repair and operation of A/V equipment including sound and DVC equipment, and TVRO and CO.NX upkeep and programming during live events. The SMC is responsible for tracking, recording and distributing audio and/or video clips as necessary.

#### SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342/227-4014).

#### QUALIFICATIONS REQUIRED

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. A university degree in information science, graphic design, communications, journalism, political science, international affairs, or a related field is required. Experience across these fields is beneficial.
2. Two to three years progressively responsible experience with web and social media platforms (internet, Facebook, etc.) including technical and content-based work. Proficiency with A/V equipment.
3. Proficiency requirements by level IV in reading, writing, and speaking English is required.
4. Excellent understanding of U.S. foreign policy objectives and Mission goals, and how to advance those through creative, proactive public diplomacy programming. Knowledge of current trends in social media and technology; technical and programmatic aspects of the internet and other social media, DVC equipment, and standard information science practices and procedures. Knowledge of internet use and emerging uses, and practical knowledge of webpage design.
5. Ability to work proactively, both independently and within a team, to plan, coordinate and carry out multi-media PD programs. Ability to organize work load to ensure timely production of materials and implementation of programs. Ability to develop, maintain and use technical and creative skills; knowledge of U.S. goals and PD programs; and contacts in the United States and Eastern Caribbean to support the Mission. Ability to assess technological needs of PAS and colleagues and provide necessary service, or advise PAO of need. Ability to install and maintain all hard- and soft-ware associated with PD work. ***(Skills will be tested.)***

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested candidates for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
4. Applicants for the Social Media Coordinator position **must** submit the following samples of their original work. These works should be made available electronically as either URLs in or digital attachments to their applications:
  - a. 3 (three) photographs the applicant has taken (2 color, 1 B&W)AND
  - b. Any one **original** piece of graphic design work that demonstrates a solid sense of design skills and ability to execute design files and production files into production and pre-press ready files. For example, a flyer, advertisement or webpage the applicant has created.

#### SUBMIT APPLICATIONS TO:

[BridgetownHR@state.gov](mailto:BridgetownHR@state.gov)

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS**

**July 22, 2014**

*The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve*

*equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

## Appendix A DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently

assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number

- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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